**Upper San Juan Library District**

**Board of Trustees Meeting Minutes**

**June 26, 2024**

This meeting took place as an audio/video online meeting using Zoom. The public meeting announcement with instructions on how to attend was posted on the front door of the library, on the library website and Facebook page, and in the Pagosa SUN.

Roll Call and Determination of a Quorum: Board President Andrea Cox noted that everyone was positively identified and able to communicate. Andrea called the meeting of the USJLD Board to order at 4:00 p.m.

Trustees Present: Katie Cloudman, Andrea Cox, Sherry Spears, Marcie Taylor, Ronnie VanAtta, and Assistant Library Director Josie Snow.

Absent: Rebecca Battles, Foundation Director Cindi Galabota, and David Hamilton

Guests: Judy Brennan, Adult Services, and David Harris, town manager of Pagosa Springs

Approve Agenda: The board approved the agenda (Sherry, Katie).

Next Meeting: July 17, 2024, by Zoom, https://us02web.zoom.us/j/83398449146

Public Comment/Correspondence (Josie): None.

Minutes: The board approved the minutes from May 14, 2024, board meeting (Katie, Marcie) and the minutes from the June 6, 2024, special board meeting (Marcie, Ronnie).

Ongoing Business: Development Officer/Foundation Update (Katie): Katie stated that Cindi is waiting to hear something back from several grant applications and that Cindi was attending a conference.

Financial Report (Josie): Josie reported that most percentages in the financial reports appear to be where they should be. The property tax revenue is way up at 80%.

Committee Reports:

* *Director search committee (Andrea/Katie)*: At this time, the board went into executive session. That discussion is documented in the minutes of the June 26 executive session.

Amend Agenda: Following the executive session, the board approved an amended agenda to add David Harris and his request to the agenda as new business (Sherry, Ronnie). A second motion was made to have the discussion at this time of the meeting (Katie, Sherry).

New Business:

* *Water request*: David Harris explained that the town would like to add sprinklers, flower beds, and grass to the trail system that is planned to run alongside the library. The library has an existing pipe that the town could access and then pay for the additional water used. After some discussion, the board advised that using a separate meter would be its preferred option.

Committee Reports (continued):

* *Strategic Design committee (Andrea/David)*: The committee met previously and planned to meet again on Friday. Josie and some staff members attended as well. They are considering an owner’s rep for all phases of the project. The design development phase starts in August. Two board members are needed then.

Assistant Director’s Report (Josie):

* *Trustee Notes*
  + *In appreciation*: Thank you all for your time and dedication. I know we have been asking a lot of you the past few months (and that may continue for a little bit longer) and I can’t say how much I appreciate each of you for showing up and making time.
* *Building & Technology*
  + *Broken Window*: On Friday June 21, one of the windows in the back garden was struck by a rock flying out of the weed-whacker. The window shattered but remained in its frame. An insurance claim was made (see claim information in the board packet). We have contacted a repair person and hope to have the window fixed soon.
* *Staff & Volunteers*
  + *Subs*: We have added two more substitutes: Lisa Foss, a former staff member, and Denise Baddell, our former ESL instructor. We also have one additional volunteer who has expressed an interest in subbing. As one of our subs, Josh Pike, will be leaving in August, it might be good to consider adding the volunteer to our Sub pool after his departure.
  + *Teen Intern*: Aidan Vega has joined us as our new Pagosa Community Development Intern! He works 10-15 hours a week. Each month he submits a timesheet, we pay for it, and are reimbursed by the Pagosa Community Development Coalition. As he is under 18, he will not be working at the desk. Currently he is helping Sherry with Programs, working to improve our Music CD collection, and helping us with some outreach programming, including designing our parade float.
  + *Master Gardeners*: In partnership with the Colorado Extension office, the master gardeners have come in and helped us spruce up our garden areas. They planted some flowers, did some weeding and will be adding mulch to some of our beds.
* *Continuing Education & Meetings*
  + *Leadership Development Course*: Over the past six weeks, Josie has been taking a Leadership Development Course through Fort Lewis College. That course was completed today. It has been very helpful in framing how I think about myself as a leader. I have applied for part two of the course which is focused on strategic leadership. I will be notified soon if there are any spots left.
* *Finance*
  + *Credit Card*: I have been looking into different credit card options that would allow us to get a card without a personal guarantor. This would allow us to ensure that the library card is not tied to an individual’s credit line, which is safer for the employee and for the library. Please see the attached file in the board packet for more information on my findings.
* *Programming & Outreach*
* *Library Wide*
  + Summer Reading- is going well. Please sign up if you haven’t already!
* *Adult Services*
  + Judy has an Author visit from Scott Graham on July 9th. Scott writes about this area, and his books are very popular.
* *Youth Services*
  + Sherry has been working hard to have guest speakers at her Summer Reading Programs, we are fortunate to have so many experts in our area!

New Business (continued):

* *Sunshine laws and what that means for board meetings*: Katie has met with CLIC’s HR representative about the sunshine laws and their application to libraries. Apparently, a committee with three trustees must meet certain requirements. Moving forward, the board intends to form committees with two trustees.
* *Finding a new credit card that does not require a personal guarantor*: The library credit card is currently issued to our former director. Issuance of a new card without someone’s name is a large part of the transition. Josie has looked into several avenues available. After some discussion, the board approved a motion that Josie file an application with Charity Charge Card (Katie, Ronnie).
* *Policy changes:*
  + *Unpaid leave (Josie)*: Unpaid leave defined as absence from work (in this case the library) that would not use PTO. Unpaid leave is usually only granted on rare occasions or under special circumstances, which is why we need to consider a policy for when we would grant that unpaid leave. Josie explained that one of the library’s staff members had exceeded their PTO hours due to illness but had arranged for another vacation in September. The library does not have an unpaid leave policy. Josie has received a draft copy of an unpaid leave policy that we might consider editing and adding to our policies. For the current situation, the board approved a motion that Josie draft an agreement to allow the employee to take this time off as unpaid leave as long as they made a good faith effort to build back their PTO bank in the next few months. (Ronnie, Katie).

Unfinished Business:

* *Transition update (Josie)*: The transition is ongoing. Meg forwards items as they arrive.
  + *Safety deposit box and bank account signers*: Currently, the only name on the safety deposit box is Meg’s. The board approved a motion to remove Meg from the safety deposit box and all accounts and replace with Katie Cloudman and Ronnie VanAtta to the box and all accounts at Bank of the San Juans and Colorado Trust (Marcie, Sherry).
* *Renewal of Josie’s assistant director contract (if needed)*: Because we are still in transition, the board approved the renewal for July of Josie’s assistant director contract (Sherry, Katie).

Looking Forward:

* *Updated role descriptions (Andrea)*: Andrea is wondering if the vice president should also serve as the compliance officer.
* *Design Development stage to start in August (volunteers?)*: Two trustees are needed for this committee, which starts in August.
* *Sick Bank Policies (Josie)*: A new state law relates to sick bank policies. A certain amount of sick leave is based on the number of hours worked. We may have to move to separate sick hours to show that we are complying.

Good of the Order: SB24-216 was approved and signed by the governor. The law requires a process occurring before a book is removed from a library. This library has such a process.

Adjournment: A motion adjourned the meeting at 5:31 p.m. (Katie, Ronnie).

Respectfully submitted,

Ronnie VanAtta, USJLD Secretary